

**Instructions for completing the Virginia Department of Minority Business Enterprise
Re-Certification Application
(For use by WBE or MBE firms' whose certification is about to expire or recently expired)**

Company's Full Legal Name

This is the name in which the business is registered with the State Corporation Commission or which is licensed by local government to do business in the Commonwealth of Virginia. *If the business is conducted in a name other than the legal business name, be sure to comply with the provisions regarding Assumed or Fictitious Business Names.*

Name of Principal Owner(s)

Indicate the name(s), of the person(s) who owns the company. **Please name all owners or partners. If additional space is needed, please attach information.**

Federal Tax ID Number

Give the Federal Tax ID number of your firm as provided on your firm's filed tax returns, if you have one. This could also be the Social Security Number of the owner of your firm.

Dunn & Bradstreet (DUNS) Number

The DUNS number is a unique identifier provided free by Dun and Bradstreet (<http://smallbusiness.dnb.com>) Dun & Bradstreet is a credit reporting and business services company. A DUNS number is required for e-commerce to accurately identify vendors receiving awards and to process payments accurately. The toll free number to obtain a DUNS number is: 888-814-1435. A DUNS number is also required to register with e-VA.

Mailing and Physical Address

Mailing Address: This is the address at which you wish to receive correspondence.

Physical Address: This is the address of the actual location of the business and is to include the street, city, state, & zip code.

Contact Information

Indicate the primary telephone number of your firm, the fax number, and e-mail address of the contact person of your firm.

Change of Information for Your Firm

Indicate if your firm's name or address has changed since the submission of your last application.

Check yes or no for questions 1 through 11. **If you checked "Yes" to any of the questions, please provide appropriate documentation or explain on a separate sheet of paper.**

Items to be included with this application:

- Copy of all applicable licenses of the firm**
- Copies of any other certifications held by the firm**

Mail Completed applications to:

**Virginia Department of Minority Business Enterprise
Attention: Certification Officer
200-202 North 9th Street, 11th Floor
Richmond, VA 23219**

Questions may be directed to the Certification Officer at (804) 786-6585.